

From: Brouillard, Richard (OCD)
Sent: Friday, January 30, 2009 1:02 PM
To: 'dhcd-lhaexecutivedirectors@listserv.state.ma.us'
Cc: 'Kathy Arnold'
Subject: DHCD Capital Planning System (CPS) Training

Attachments: CPS Training Announcement MARCH 2009.doc
Dear Housing Authority Directors,

Attached is an update on the upcoming DHCD Capital Planning System (CPS) Training.

The attachment is a Training Information packet that contains currently available training dates and locations, enrollment instructions and a course outline.

Please read the Training Information packet in full and if you have any questions please contact Rick Brouillard at karnold@cybersensetraining.com or richard.brouillard@ocd.state.ma.us

We are off to great start with 20 % of the LHAs already trained and are excited to continue this training and work with each and every LHA.

If you can not attend one of the training sessions advertised in the attached announcement there will be additional sessions scheduled as necessary from April through September and we will be periodically announcing them as they are scheduled.

Thank you.

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**THE MASSACHUSETTS DEPARTMENT OF HOUSING
AND COMMUNITY DEVELOPMENT**

Capital Planning System

***Capital Planning System:
Training Schedule
Enrollment Form and Instructions
Course Outline***

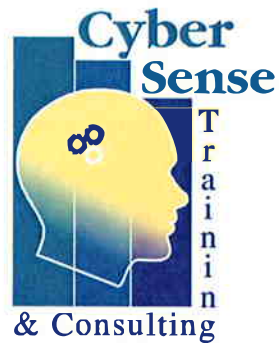


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Computer Class Schedule with Locations and Addresses

February - March 2009

Held at the Massachusetts National Guard Distance Learning Classrooms

These classes are paid for by DHCD for Housing Authority staff. There is no cost to you or your Authority to attend this training.

Date	Course	Location with address		Time
Feb 23	Introduction to CPS	Reading	Camp Curtis Guild 22 Haverhill Street Reading, MA 01867	9:30 – 3:30
Mar 2	Introduction to CPS	Bourne	Building 1213, Turpentine Road Camp Edwards, Bourne MA	9:30 – 3:30
Mar 23	Introduction to CPS	Rehoboth	13 Fire Tower Road Rehoboth, MA	9:30 – 3:30

If you need to cancel or reschedule, you must notify Kathy Arnold or Colleen Rafferty at 603-898-5050 one week prior to class. If you do not show up for a class you registered for, a notice of No Show will be sent to your Executive Director and to management at DHCD in Boston. Please be considerate of others by attending the classes you register for. "No Shows" hurt us all, and can impact the future of having classes available.

Classroom Information

All classes are being held at Massachusetts National Guard Distance Learning classrooms. Each room is state of the art, with 12+ computers, individual desks, comfortable seating etc.

We recommend www.mapquest.com if you need driving directions. All questions regarding the classes, enrollment and technical course information should be directed to Kathy Arnold of CyberSense Training.

Training Registration Contact Information

All questions regarding the classes, enrollment and technical course information should be directed to Kathy Arnold of CyberSense Training.

CyberSense Training & Consulting: Kathlene Arnold

www.cybersensetraining.com

karnold@cybersensetraining.com

603-898-5050 office & voice mail

617-818-8890 cell

603-898-8063 fax

603-898-8180 home

Enrollment Instructions

The Department of Housing and Community Development Presents:

CAPITAL PLANNING CLASSES

FEB – MAR 2009

The Department of Housing and Community Development is offering training for any full-time or part-time Housing Authority staff who needs to learn the Capital Planning System. All training costs are being taken care of by DHCD.

Since CPS data will be used by DHCD to **allocate future capital funding**, it is very important that you learn how to use the system.

Enrollment Instructions

Details: Please see the attached schedule of classes for your region. The course outline is included in this packet. Class size is limited to 12. Classes are hands-on....each person will have a computer to use in class. Please see the schedule for class hours.

To enroll: Please fill out and fax this form to Kathy Arnold of CyberSense Training & Consulting. Kathy Arnold or Colleen Rafferty will be managing the registration process. Please be sure to obtain your supervisor's permission prior to registering.

CyberSense's **fax #** is **(603) 898-8063**. A separate cover page for the fax is not needed.

Please do not consider yourself enrolled until Kathy or Colleen confirms you via phone or e-mail. If you do not hear back from us within 48 hours, please call to make sure your fax was received. Questions about the enrollment process for classes can be directed to Kathy Arnold by calling (603) 898-5050 or e-mailing karnold@cybersensetraining.com

Cancellation Policy: If you need to cancel or reschedule, you must notify us one week prior to class. We make decisions and reserve instructors based upon enrollment data. Please be considerate of others by attending the classes you register for. "No Shows" hurt us all, and can impact the future of having classes available.

PLEASE DO NOT FAX THIS PAGE



MASSACHUSETTS HOUSING AUTHORITIES

Enrollment Form

CPS

Housing Authority: _____

Student Name: _____

Phone # / Ext: _____

Dept. you
work in: _____

E-Mail: _____

Please enroll me in: (please check one)

- | | | | | |
|--------------------------|----------|--------|-------------|--------------------|
| <input type="checkbox"/> | Reading* | Feb 23 | 9:30 – 3:30 | *only 2 seats left |
| <input type="checkbox"/> | Bourne | Mar 2 | 9:30 – 3:30 | |
| <input type="checkbox"/> | Rehoboth | Mar 23 | 9:30 – 3:30 | |

✳ **Enrollment Confirmation:** Please do not consider yourself enrolled until Kathy or Colleen confirms you via phone or e-mail. **If you do not hear back from us within 48 hours, please call to make sure your fax was received.**

✳ **Cancellation Policy:** If you need to cancel or reschedule, you must notify us by calling (603) 898-5050 or emailing karnold@cybersensetraining.com, one week prior to class. We make decisions and reserve instructors based upon enrollment data.

Bad Weather

Supervisor

I have reviewed the cancellation policy, and the course outline. I have received my supervisor's approval for attending this class.

(TO REGISTER: SUBMIT THIS PAGE VIA FAX TO 603-898-8063)

Course Outline: Introduction to the Capital Planning System

Description: The training will teach you how to navigate CPS, prepare long range capital plans, update your assessments, create, modify and close out projects.

Course Length: 5 Hours

**Difficulty
Scale (1 – 10):** 3

Pre-requisites: The student must be comfortable with navigating within the Windows operating system as well as with using a keyboard and mouse.

Target Student: It is recommended that the Executive Director or Modernization Director/Manager and at least one other LHA staff member (staff most closely involved with maintenance and capital planning) attend this class. You may schedule your staff into the same class or across a few classes.

Objectives:

- Introductions
 - Inventory
- Objectives
 - Projects
- Review Training Material
 - Reports
- Capital Planning Process Flowchart
 - Entering and Modifying Inventory
- Logging into CPS
 - Creating Projects
 - Templates
 - Projects
 - Estimation
 - Management
- Navigating and Reviewing Pages (Including Exercises)
 - Facilities
 - Help
 - Utilities
 - Find
 - Creating, Exporting and Printing Reports